

PREMISES IDENTIFICATION/ADDRESSING

PURPOSE:

The information contained in this standard has been developed to assist community development applicants, architects, engineers, and contractors in providing consistent premises identification in order to make it readily visible and recognizable by emergency responders in the event of an emergency. The guideline applies to premises identification on new and existing buildings or facilities to ensure timely emergency response.

DEFINITIONS:

Apartment Complex – Three or more residential buildings on a single parcel.

Apartment Premises Map – A visual representation of the apartment complex in ‘plan view’ denoting the location of buildings, building designations, access roadways, fire protection features, etc.

Monument Sign – Permanently installed sign that is located on private property and visible to the public, which directs attention to businesses on a particular parcel or parcels.

A. GENERAL REQUIREMENTS:

1. All buildings/facilities shall have approved address numbers, building numbers, unit/suite designations or other approved building identification placed so as to be plainly legible from the street or road fronting the property. Except as specified below, premises/building identification shall:
 - a. Be made so as to contrast with its background;
 - b. Be composed of Arabic numbers or alphabetical letters;
 - c. Addressing shall be illuminated at night in all new buildings. Signs shall be internally or externally illuminated at an intensity of not less than 5.0 foot-candles.
2. If access is via private road and the building cannot be easily seen from the public right-of-way, a monument, pole, or other approved sign shall be used to identify the structure. Buildings with multiple addresses shall be provided with a monument, pole, or other approved sign at the primary entrance with additional signage on each building indicating the address range of the building and the location of each suite. (see **Figure 1 of this standard for details**).



B. SPECIFIC REQUIREMENTS:

1. **Apartments, Townhouses, Condominiums:** Building address numbers shall be a minimum of 8 inches in height with a minimum 1-inch stroke. Individual unit doors shall be a minimum of 4-inches in height with a minimum 0.5-inch stroke and located on, or adjacent to, the entrance door.
2. **Apartment Complexes:**
 - a. An apartment premises map shall be installed at the primary vehicle entrance into the complex. The address of the complex and each building shall be noted on this map at a minimum.



- b. Building addresses shall be a minimum of 12-inches in height with a minimum 2-inch stroke, and placed on the accessible side of the building. Designation of the unit ranges shall be a minimum of 6-inches in height with a minimum 1-inch stroke and placed directly under the building number or alpha designation. Unit ranges shall be placed on the accessible side of the building. Individual unit door numbers on the dwelling units shall be a minimum of 4-inches in height with a minimum 0.5-inch stroke.



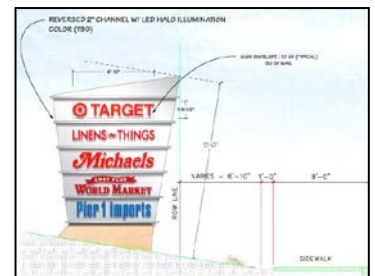
3. **Commercial and Industrial Buildings:** Address numbers shall be a minimum of 8-inches in height with a minimum 1-inch stroke. For buildings/facilities more than 30 feet from the public right of way, numbers shall be at least 12-inches high with a minimum 2-inch stroke. Complexes with multiple buildings may require monument signs and/or premises maps at locations deemed necessary by the Fire Department.
4. **Flag Lot:** The address shall be posted adjacent to the public roadway serving the lot and on the building where buildings/homes are set back from the street or road fronting the property and the address is not clearly visible due to distance or obstruction.
5. **Multiple Tenant Buildings:** Where applicable unit/suite numbers shall be above or adjacent to the entrance door and shall be 6-inches in height with a minimum 1-inch stroke. Multi-tenant buildings with rear doors shall also provide suite/unit numbers on, above, or adjacent to each rear door (see **Figure 2 of this standard for details**).
6. **One and Two Family Dwellings:** Address numbers shall be a minimum of 6-inches high with a minimum of 0.5-inch stroke. When approved by the Fire Department, number dimensions may decrease to a minimum of 4-inches high.

C. COMMUNITY DEVELOPMENT DEPARTMENT:

1. The location and architectural elements of building identification require the review and approval of the City of Santa Clara, Community Development Department.

D. TIMING OF INSTALLATION:

1. Address numbers shall be installed prior to occupancy of any new or existing building.



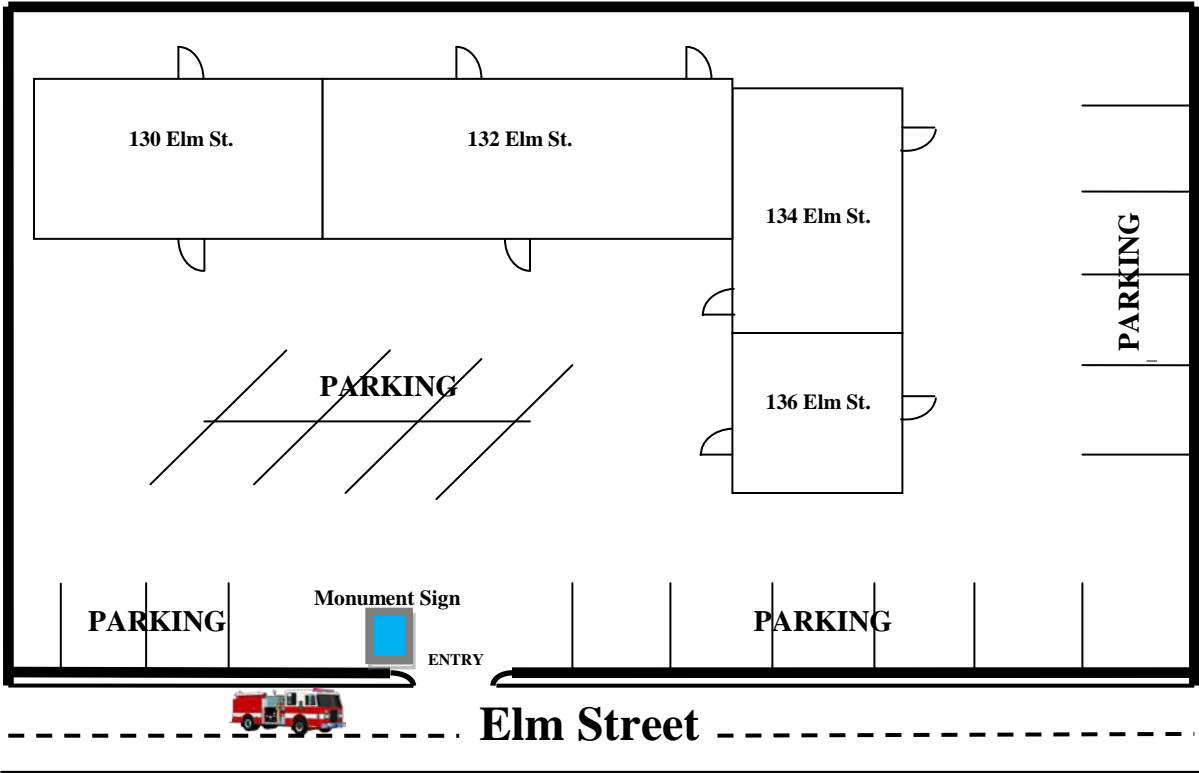
E. CONSTRUCTION SITES:

1. Address signage shall be provided at each entrance to the site. If there are multiple buildings being constructed, a temporary premises map showing the location and designation of each building shall also be provided. All signage shall be of an approved size, be weather resistant and be maintained until replaced by permanent signage.



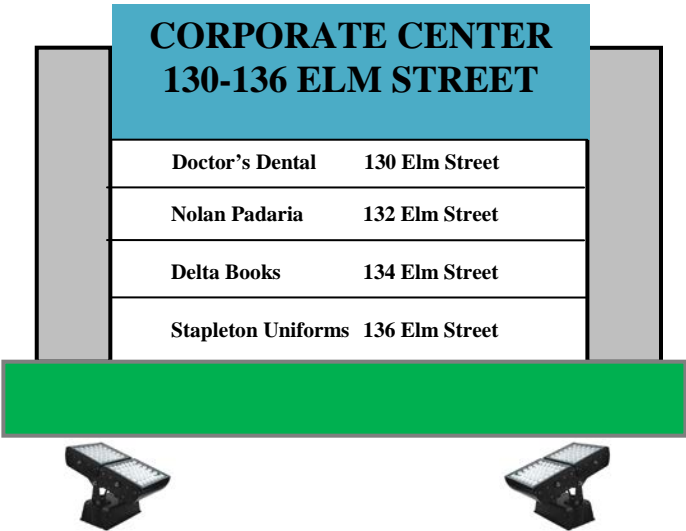
FIGURE 1 – Monument Sign

Plan View



(Not to Scale)

Elevation View (New)



Elevation View (Existing)

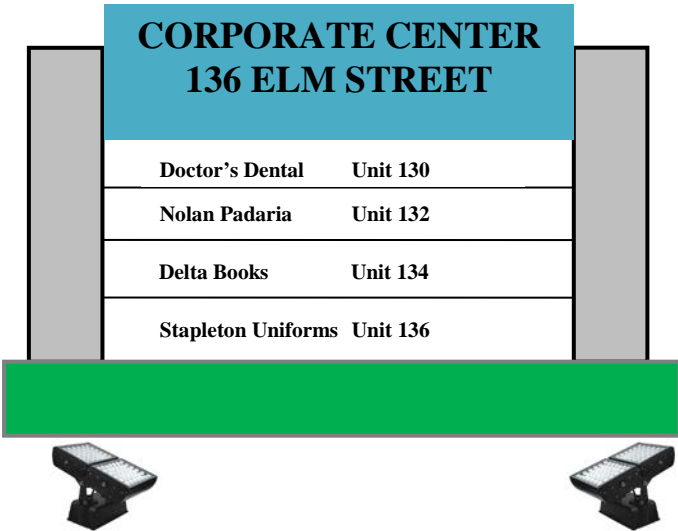
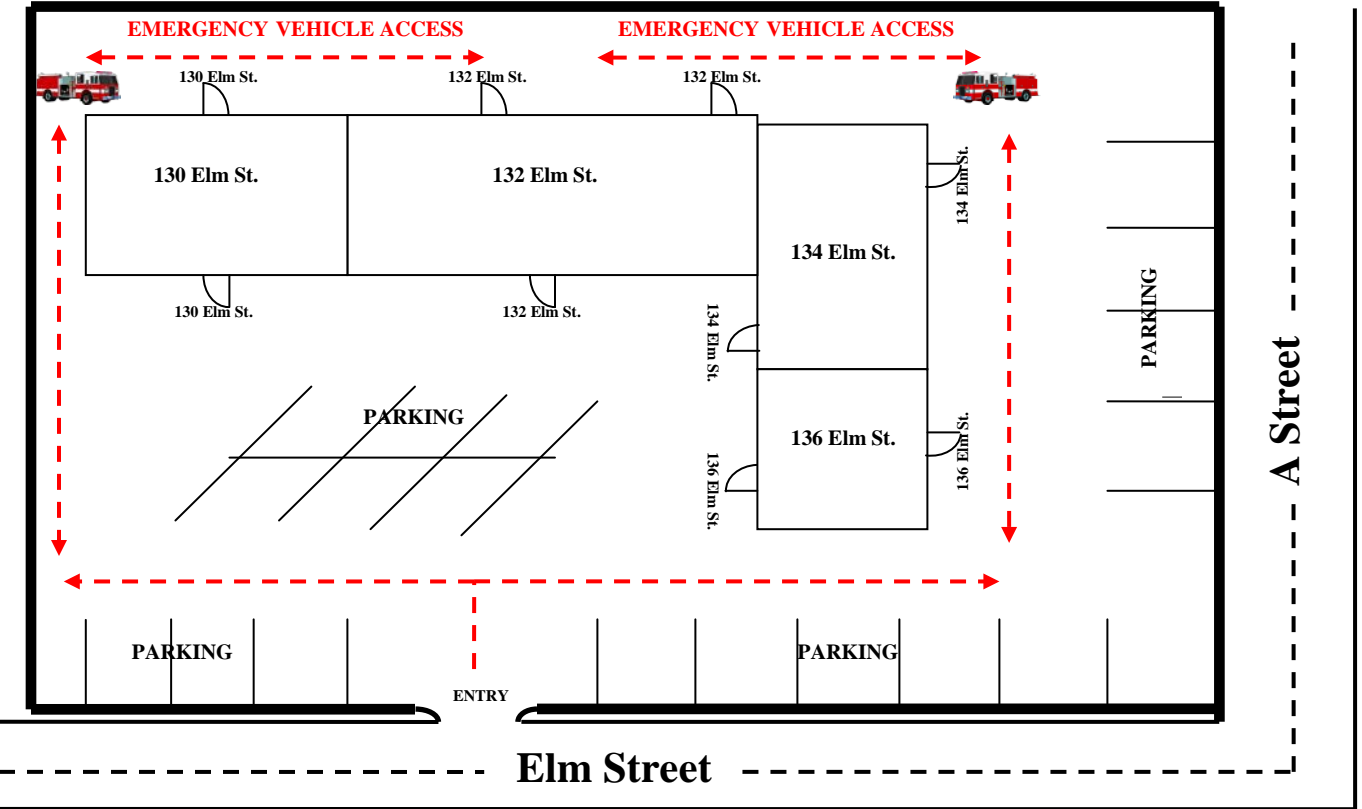
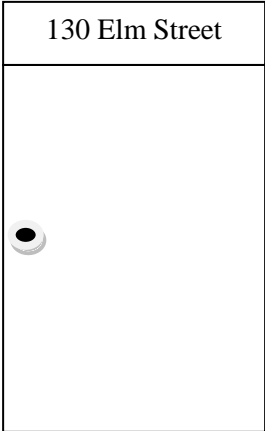


FIGURE 2 – Premises Identification

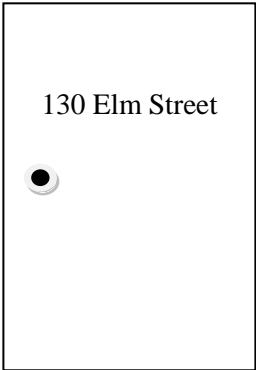


(Not to Scale)

**FRONT ACCESS DOOR
OR WINDOW**



REAR ACCESS DOOR



Notes:

- 1. Addressing shall be illuminated at night in all new buildings. Signs shall be internally or externally illuminated at an intensity of not less than 5.0 foot-candles.